



State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: December 4, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

*The **PREVIEW** notation below indicates that this revised/new policy will be placed in the **PREVIEW** folder on the "Policies and Procedures" web page for a maximum of thirty (30) days (or less) prior to their effective date. Policies that are placed on **PREVIEW** are usually those that contain **MAJOR** revisions or revisions that require immediate attention. This 30-day **PREVIEW** period is designated for policy review, interpretation and/or training. After the 30-day **PREVIEW** period ends, policies and procedures will be moved to their respective Policy Chapter. Policy revisions that are **MINOR** will not be placed on **PREVIEW** but placed directly in the policy chapter and an effective date assigned accordingly.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly from this list, go to the policies or forms web pages to access documents.

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	11.4	Family Functional Assessment Process	11	11/30/08	CS-0777, Family Functional Assessment II
Summary of Revisions for 11.4:		<u>Supersedes: 11.4, 03/01/08: Section D revised to replace Individual Program Plan (IPP) with Youth and Family Intervention Agreement (YFIA) Manual.</u> Minor policy review required.			
2.	18.1	Social Services in Juvenile Justice Facilities	18	01/01/09	None

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing or "word-smithing" and does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
Summary of Revisions for 18.1:		Supersedes 18.1, 03/01/08: Application section revised to read case “worker” instead of case “manager.” Minor policy review required.			
3.	18.2	Recreation Services, Facilities, and Equipment	18	01/01/09	None
Summary of Revisions for 18.2		Supersedes 18.2, 03/01/08: Application section revised to read “All YDC and GH Employees.” Minor policy review required.			
4.	18.3	Youth Work Opportunity Program	18	01/01/09	None
Summary of Revisions for 18.3		Supersedes 18.3, 03/01/08: Policy Statement revised to include “... All State “and Federal” regulations... Minor policy review required.			
5.	18.5	Control of Youth Personal Property in YDCs	18	01/01/09	CS-0162, Personal Property Inventory CS-0176, Orientation
Summary of Revisions for 18.5		Supersedes 18.5, 03/01/08: Section E, 2, b, revised to read “may” instead of “must” due to some clothing stored in YDC property rooms is not suitable for issue. Minor policy review required.			
6.	18.11	Services for Youth with Identified Substance Abuse Needs at YDCs	18	01/01/09	None
Summary of Revisions for 18.11		Supersedes 18.11, 03/01/08: All references to “home county case manager” revised to read “Family Service Worker.” Minor policy review required.			
7.	18.26	Quarterly Reports for YDCs and Group Homes	18	01/01/09	CS-0907 Youth Development Center Quarterly Report
Summary of Revisions for 18.26		Supersedes 18.26, 03/01/08: Section B, 1 - Revised the report due date from the 5 th working day to the 25 th working day to allow budget/overtime data to be reported. New standardized form for YDC quarterly reports, CS-0907 Youth Development Center Quarterly Report added to Forms section. Policy on PREVIEW . Major policy review required.			

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing or “word-smithing” and does not impact current practice or process).
- If forms are copied and stocked for use, always check the “Forms” Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
8.	18.34	Referral and Placement of Youth in Regional YDC	18	01/01/09	CS-0206, Informed Consent for Routine Health Service CS-0585, Appeal of Placement Denials CS-0727, Initial Intake, Placement Referral and Checklist
Summary of Revisions for 18.34		Supersedes 18.34, 05/01/08: Section B, 1, d - deleted "Community Risk Assessment" and replaced with "Youth Level of Service/Case Management Inventory (YLS/CMI)." Policy on PREVIEW. Major policy review required.			
9.	18.37	Determinate Commitment Manual	18	01/01/09	CS-0004, Determinate Commitment Release Notification CS-0005, Facility Release Dates For Youth Sentence Reduction Credits Monthly Report CS-0006, Individual Youth Sentence Reduction Credits Monthly Report
Summary of Revisions for 18.37		Supersedes 18.26, 03/01/08: Section B, 1 (2 nd sentence) revised to read: "...The manual is available to all DCS staff and is located on the DCS Internet http://www.tn.gov/youth/dcsguide.htm in the "Manuals and Handbooks" folder." Minor policy review required.			
10.	20.18	Psychotropic Medication	20	12/15/08	CS-0628 Request for Prior Approval of PRN Psychotropic Medication CS-0629 Psychotropic Medication Evaluation CS-0496 Serious Incident Report
Summary of Revisions for 20.18		Supersedes 20.18, 05/16/08; 20.21, 02/01/05: Policy 20.21, Emergency and PRN Use of Psychotropic Medication is integrated into Policy 20.18. Policy 20.21 will be deleted on December 15th when the revised 20.18 is effective. Policy on PREVIEW. Major policy review required.			

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing or "word-smithing" and does not impact current practice or process).
- If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
11.	21.18	Notification to school Principals of Certain Delinquency Adjudications	21	11/01/08	CS-0703, Adjudication Notification to School Principals
Summary of Revisions for 21.18		<u>Supersedes 21.18, 07/01/08:</u> Grammatical correction made in purpose statement. Minor policy review required.			
12.	21.19	Education Passport	21	11/01/08	CS-0657, Education Passport- School Enrollment Letter CS-0703, Adjudication Notification to School Principal
Summary of Revisions for 21.19		<u>Supersedes 21.19, 05/01/07:</u> School Enrollment Letter integrated into revised form CS-0657, Education Passport-School Enrollment Letter. Minor policy review required.			
13.	21.20	Non-Traditional School Settings	21	11/01/08	CS-0772, Educational Placement Evaluation
Summary of Revisions for 21.20		<u>Supersedes 21.120, 11/01/07:</u> Minor revision in policy statement to clarify the Department's responsibility in acquiring appropriate educational services for children/youth when warranted by the child's identified needs. Minor policy review required.			

- **Major Policy Review:** Policy revisions are substantial (*i.e.*, revisions are in multiple sections of the policy that may impact current practice or process).
- **Minor Policy Review:** Policy revisions are minor (*i.e.*, revisions consist of minor editing or “word-smithing” and does not impact current practice or process).
- If forms are copied and stocked for use, always check the “Forms” Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.